

INVITATION FOR BID	If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed to the same time on the next normal business day. Bids will be accepted until that date and time.
FILE NO: 6390	
COMMODITY: Groceries to be picked up: DHSP, CITY & SCHL	
NAME OF BIDDER:	
BIDDER'S FED. ID.	

TO: Michele A. Kincaid, Acting Purchasing Agent PH: (617)349-4310 FX: (617)349-4008  
795 Massachusetts Avenue, Room 303  
Cambridge, MA 02139

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the **CAMBRIDGE CHRONICLE** on **THURSDAY, APRIL 17, 2014** which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA at **11:00 a.m. on THURSDAY, MAY 08, 2014.** ". This bid may be downloaded from the City's web site, [www.CambridgeMa.gov](http://www.CambridgeMa.gov), Online Services, Purchasing Bid List, Invitation for Bid, File No. 6390.

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the commodity or services in strict accordance with the bid documents, which consist of this Invitation for Bid and all attachments hereto. **"The submitted bid must be without conditions, exceptions or modifications to the bid document".**

The envelope containing the bid must be labeled: "This envelope contains a bid for **File No. 6390 Groceries for pick up for DHSP and other City and School Departments opened at 11:00 a.m. on Thursday, May 08, 2014**". The bid and all documents submitted with it are public records.

**Parking is limited at this location. It is strongly recommended that bids are mailed or delivered in advance of the due date and time. Late proposals will not be accepted.**

This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated.

See other side of this form for General Terms and Conditions that shall become part of any Contract awarded through this Invitation for Bid.

**This bid includes addenda numbered:** \_\_\_\_\_

**SIGNATURE OF BIDDER** \_\_\_\_\_

**TITLE OF SIGNATORY** \_\_\_\_\_

**ADDRESS OF BIDDER** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_ **FAX NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

Please check one of the following and insert the requested information:

( ) Corporation, incorporated in the State of: \_\_\_\_\_

( ) Partnership. Names of partners: \_\_\_\_\_

( ) Individual: \_\_\_\_\_

**NAME OF BIDDER:** \_\_\_\_\_

**GENERAL TERMS AND CONDITIONS**

**LAWS:** All deliveries shall conform in every respect with all applicable laws of the Federal government, Commonwealth of Massachusetts and City of Cambridge.

**EQUAL OPPORTUNITY:** The Vendor in the performance of the contract shall not discriminate on the grounds of race, color, religious creed, national origin or ancestry, age, disability, sexual orientation, marital status, family status, military status, source of income, or sex in employment practices or in the selection or retention of subcontractors, and in the procurement of materials or rental of equipment. The City may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph

**TAXES:** Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax (except for gasoline) and any such taxes must not be included in the bid prices.

**QUANTITIES:** Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. The City reserves the right to purchase the commodity(ies) specified in any amount less than the estimated amount.

**BID PRICES:** Bid prices shall include transportation and delivery charges fully prepaid to the City of Cambridge destination. Where the unit price and the total price are at variance, the unit price will prevail.

**DELIVERY AND PACKAGING:** Deliveries must be made in such quantities as called for in the purchase order and in the manufacturer's original packages. All deliveries must be "inside" delivery with no assistance from City personnel. Tailgate deliveries will not be accepted. Rejected material will be returned to the vendor at the vendor's expense.

**MODIFICATION OF BIDS:** Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the time and date of the bid opening.

**REJECTION OF BIDS:** The City reserves the right to reject any and all bids if it is in best interest of the City to do so.

**AWARD OF CONTRACT:** Contract(s) will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.

**INDEMNITY:** Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees

**TERMINATION OF CONTRACT:** Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.

**ASSIGNABILITY:** The Vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.

**MATERIAL SAFETY DATA SHEETS:** Pursuant to M.G.L. c. 111F, ss. 8, 9, and 10, any vendor who receives a contract resulting from this invitation agrees to submit a Material Safety Data Sheet for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply with all requirements set forth in the pertinent laws above.

**NAME OF BIDDER:** \_\_\_\_\_

TO: Michele A. Kincaid, Acting Purchasing Agent  
City Hall, Cambridge, Massachusetts 02139

The undersigned hereby proposes to provide **Groceries for pick up for DHSP and other City and School Departments** as needed, all in accordance with the following specifications and proposal schedule.

The contract shall be for a period of one year, with two one year options to renew at the sole discretion of the City. The City will renew years two and three depending on the performance of the contractor and the price/discounts for the subsequent years.

A contract will be awarded to one or more grocery stores meeting the Performance Requirements and the Quality Requirements listed. The dollar amount of the contract(s) awarded will be up to \$100,000.00 and may be split between multiple vendors if applicable. Bidders offering discounts will be considered first.

Contract will be awarded within forty-five days of the bid opening, unless award date is extended by consent of all parties concerned.

The contract start date is July 1<sup>st</sup>, 2014

Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the date and time of the bid opening.

**PLEASE SUBMIT YOUR BID IN DUPLICATE.(ONE ORIGINAL AND ONE COPY) DO NOT SUBMIT BIDS IN HARD BINDERS**

**NOTE: In accordance with the City's recycling policy, these bid pages are printed on both sides.**

A sample contract is attached hereto. **The bidder must be willing to sign the City's contract. The City will not accept a bidder's terms & conditions.**

**Questions**

**Questions concerning this IFB must be submitted in writing by Thursday, May 01, 2014 by 3:00pm. All questions can be faxed to the Office of the Purchasing Agent at 617-349-4008.**

**An addendum will be posted to the website to notify all bidders of the questions and answers. Bidders will not be notified individually of addendums.**

**Confidentiality and Public Records Law**

**All bids or other materials submitted by the vendor in response to this Invitation to Bid will be open for inspection by any person and in accordance with the Massachusetts Public Record Law.**

**SCOPE OF SERVICES**

The City of Cambridge utilizes this contract for all GROCERIES items for their childcare, community schools, special needs, and youth programs administered by the Department of Human Services. In addition, various City and School departments also use this contract for meetings and functions that require groceries.

Orders may be transmitted via fax or phone by the end user departments. This contract will also be used by any of the City and School Departments as needed.

**The entire contents of the bidder's grocery store will be available to any of the City Departments and for all of the Cambridge Schools for purchase.**

NAME OF BIDDER: \_\_\_\_\_

**BILLING**

Invoices must include the amount, date, purchase order number, department description, program location, and approved employee signature.

**All City/School employees must provide a City or School issued ID and photo identification, City employees from the Department of Human Services must also provide an authorization letter on the Department's letterhead. The vendor may develop with the City/DHSP an alternative system that both ensures the integrity of the purchase and meets the City's need outlined in the bid.**

Any invoice that does not belong to the City or does not have an approved employee signature will be returned to the Contractor and taken off the billing statement.

Billing statements will be submitted to each Department at the end of each calendar month for purchases made during that month. In addition to monthly statements the vendor(s) must provide itemized receipts for every transaction.

**Vendor must ensure taxes are neither included in their bid prices/discount % or on invoices.**

**PERFORMANCE MEASUREMENTS:**

Contractors are required to maintain a high level of performance. Performance Measurements have been developed to maintain customer satisfaction and performance will be monitored in the following areas:

**-PRODUCT QUALITY:**

All products provided shall meet or exceed the minimum requirements of Federal and State regulations (including, but not limited to: USDA/IMPS, FDA Title 21 CFR Parts 131-169). In addition, fresh fruits and vegetables as well as dairy products shall be provided with the longest shelf life as possible.

**-ADMINISTRATIVE REQUIREMENTS:**

The contractor will supply itemized receipts for every transaction. All Billing statements shall be submitted to each Department at the end of each calendar month for purchases made during that month. Only acceptable Invoices will be received and should reflect the following: dollar amount, date, purchase order number, department description, program location, and approved employee signature.

**QUALITY REQUIREMENTS**

**A "NO" response, a failure to respond, or a failure to meet any of the following Quality Requirements will result in a rejection of your bid.**

**Circle YES or NO for each of the following requirements (1- 4)**

1. Bidder agrees to invoice the DHSP, City & School in the format specified

YES NO

2. Bidder agrees to request City issued ID and photo identification from all City and School employees purchasing groceries and if the employee works for the Department of Human Services bidder agrees to request an authorization letter on letterhead **or** the vendor will set up an alternate agreed upon system to ensure the integrity of the purchase and meets the City's needs outlined in the bid

YES NO

3. Bidder's grocery store is within a 15 mile radius of the City of Cambridge, 795 Massachusetts Ave.

YES NO

4. Bidder has been in the grocery business for a minimum of five years.

YES NO

NAME OF BIDDER: \_\_\_\_\_

**BID SUBMISSIONS REQUIREMENTS**

1. Bidder shall provide a minimum of two references including telephone numbers, contact names and addresses for which the bidder has provided furnishing of groceries similar to those described in this Invitation for Bid. A bid may be rejected on the basis of one or more references reporting poor past performance by the bidder. In addition, the City reserves the right to use itself as a reference.

**Bidders may use additional sheets if necessary**

1. \_\_\_\_\_  
Contact Name Address Telephone Number

2. \_\_\_\_\_  
Contact Name Address Telephone Number

-Bid continued on next page-

NAME OF BIDDER: \_\_\_\_\_

**PRICE PROPOSAL**

**DISCOUNT MUST REMAIN FIRM THROUGHOUT THE CONTRACT PERIOD.**

Please submit a discount off the shelf price for each of the items listed below. If not offering a discount please enter 0%.

<u>DESCRIPTION</u>	<u>Discount off Shelf Price</u>		
	YEAR ONE	YEAR TWO	YEAR THRE
<b><u>Bread</u></b>			
Bagels, 1 dz/pkg			
English Muffins, 1 dz/pkg			
Muffins, assorted 6/pkg			
Raisin, 12 oz pkg			
Whole wheat, 12 oz pkg			
<b><u>Cheese, 1lb pkg.</u></b>			
American			
Cheddar			
Cream Cheese, whipped , 8 oz tub			
Muenster			
<b><u>Condiments</u></b>			
Ketchup, 16 oz.			
Mayonnaise, 10 oz.			
Mustard, 8 oz.			
Relish, 8 oz			
<b><u>Cookies, 12 oz pkg.</u></b>			
Oatmeal			
Butter			
Vanilla Wafers			
Pepperidge Farm Chocolate Chip			
Pepperidge Farm, Assorted			
Pepperidge Farm, Mint Milano			
<b><u>Crackers, 16 oz.</u></b>			
Ritz			
Saltines			
Triscuit			
Wheat Thins			

Continued on next page.

DESCRIPTION	Discount off Shelf Price		
	YEAR ONE	YEAR TWO	YEAR THREE
<b>Deli items/Platters</b>			
Sandwich platters served on assorted breads with meat, tuna, chicken, seafood, veggie, cold cuts, to serve 25.			
Cheese/fruit platters with assorted cheese and fresh fruit, to serve 25.			
Pastry platters, with muffins, bagels and danish to serve 25.			
<b>Juice</b>			
Apple, 64 oz			
Cranberry, 10-12 oz			
Grape, 10-12 oz			
Grapefruit, 10-12 oz			
Juicy Juice, 48 oz.			
Orange, 10-12 oz.			
<b>Milk, gallons</b>			
Whole			
1%			
2%			
<b>Paper Products</b>			
Cups, hot/cold, 8 oz 100/pkg			
Napkins, luncheon 12 oz/pkg			
Paper plates, 10" 100/pkg			
Plasticware ( asstd. forks, knives, spoons 50/pkg)			
<b>Snack items</b>			
Potato chips, 16 oz bags			
Pretzels 1.5 oz bags			
<b>Water, sparkling</b>			
Sparkling, 10 oz			
Spring Water, 10 oz			

Bidders Signature: \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

**Americans with Disabilities Act (42 U.S.C. 12131)  
Section 504 of the Rehabilitation Act of 1973  
Tax Compliance/Anti-Collusion Statement  
Debarment Statement**

The Americans with Disabilities Act (the "Act") applies to all employers of fifteen or more employees. All vendors that are subject to the Act must comply with its provisions. In further compliance with the Act, all Contractors who enter into contracts with the City are prohibited from discrimination against the City's employees, regardless of the size of the Contractor.

The Act protects against discrimination on the basis of "disability", which is defined as a physical or mental impairment that substantially limits at least one "major life activity"; discrimination against a person having a history or record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits discrimination that is based on an individual's relationship or association with a disabled person.

The Contractor shall not discriminate against any qualified employee or job applicant with a disability and will make the activities, programs and services covered by any contract awarded through this procurement readily accessible to and usable by individuals with disabilities. To be qualified for a job, or to avail oneself of the Contractor's services, the individual with the disability must meet the essential eligibility requirements for receipt of the Contractor's services or participation in the Contractor's programs or activities with or without: 1) reasonable modifications to the Contractor's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its contract, the Contractor certifies to the City of Cambridge that it understands and will comply with all applicable provisions of the Act, including compliance with applicable provisions of Section 504 of the Rehabilitation Act of 1973, if the Contractor is receiving federal funds.

The undersigned certifies under penalties of perjury that this contract has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals

As required by M.G.L. c. 62C, §49A, the undersigned certifies under the penalties of perjury that the Contractor has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

The undersigned certifies that it is not currently subject to any State or Federal debarment order.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name of person signing bid)

\_\_\_\_\_  
(Signature & Title)

**This form must be submitted with your bid**

NAME OF BIDDER: \_\_\_\_\_



**CORI COMPLIANCE FORM**

Persons and businesses supplying goods and/or services to the City of Cambridge ("Vendors"), who are required by law to perform CORI checks, are further required by Section 2.112.060 of the Cambridge Municipal Code to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. Such Vendors, when entering into contracts with the City of Cambridge, must affirm that their policies, practices and standards regarding CORI information are consistent with the policies, practices and standards employed by the City of Cambridge as set forth in the City of Cambridge CORI Policy ("CORI Policy") attached hereto.

**CERTIFICATION**

The undersigned certifies under penalties of perjury that the Vendor employs CORI related policies, practices and standards that are consistent with the provisions of the attached CORI Policy. **All Vendors must check one of the three lines below.**

1. \_\_\_\_\_ CORI checks are not performed on any Applicants.
2. \_\_\_\_\_ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policies, practices and standards are consistent with the policies, practices and standards set forth in the attached CORI Policy.
3. \_\_\_\_\_ CORI checks are performed on some or all Applicants. The Vendor's CORI policies, practices and standards are not consistent with the attached CORI Policy. Please explain on a separate sheet of paper.

\_\_\_\_\_  
(Typed or printed name of person  
signing quotation, bid or Proposal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Name of Business)

**NOTE:**

The City Manager, in his sole discretion may grant a waiver to any Vendor on a contract by contract basis.

**Instructions for Completing CORI Compliance Form:**

A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant. A Vendor who checks Line 2 certifies that the Vendor's CORI policy conforms to the policies, practices and standards set forth in the City's CORI Policy. A Vendor with a CORI policy that does NOT conform to the City's CORI Policy must check Line 3 and explain the reasons for its nonconformance in writing. Vendors, who check Line 3, will not be permitted to enter into contracts with the City, absent a waiver by the City Manager.

**This form must be submitted with your bid**

NAME OF BIDDER: \_\_\_\_\_

### City of Cambridge CORI Policy

1. Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed.
2. CORI checks will only be conducted as authorized by Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
3. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.
4. Prior to initiating a CORI check, the City will review the qualifications of the applicant to determine if the applicant is otherwise qualified for the relevant position. The City will not conduct a CORI check on an applicant that is not otherwise qualified for the relevant position.
5. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
6. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
7. If, in receiving a CORI report, the City receives information it is not authorized to receive (e.g. cases with dispositions such as not guilty or dismissal, in circumstances where the City is only authorized to receive convictions or case-pending information), the City will inform the applicant and provide the applicant with a copy of the report and a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record* so that the applicant may pursue correction with the CHSB.
8. If the City of Cambridge is planning to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the City's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and relevance of the CORI record.
9. Applicants challenging the accuracy of the criminal record shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, the City of Cambridge will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City of Cambridge may contact CHSB and request a detailed search consistent with CHSB policy.
10. If the City of Cambridge reasonably believes the record belongs to the applicant and is accurate, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
  - (a) Relevance of the crime to the position sought;
  - (b) The nature of the work to be performed;
  - (c) Time since the conviction;
  - (d) Age of the candidate at the time of offense;
  - (e) Seriousness and specific circumstances of the offense;
  - (f) The number of offenses;
  - (g) Whether the applicant has pending charges;
  - (h) Any relevant evidence of rehabilitation or lack thereof;
  - (i) Any other relevant information, including information submitted by the candidate or requested by the City.
11. The Personnel Department will assist affected departments, in assessing the suitability of candidates in accordance with paragraph 10 a through i above, to ensure consistency, fairness, and protection of employment

12. The City of Cambridge will notify the applicant of the decision and the basis of the decision in a timely manner.
13. CORI information shall not be disseminated or shared with any unauthorized employees or other, but shall be maintained in confidence consistent with the obligations of law.

**ORDINANCE NUMBER 1312**

**Final Publication Number 3155. First Publication in the Chronicle on December 13, 2007.**

**City of Cambridge**

**In the Year Two Thousand and Eight**

**AN ORDINANCE**

**In amendment to the Ordinance entitled “Municipal Code of the City of Cambridge”**

**Be it ordained that Cambridge Municipal Code Chapter 2.112 is hereby amended by adding a new Section 2.112.060 entitled “CORI Screening by Vendors of the City of Cambridge” as follows:**

Adding after Section 2.112.050 the following new sections:

**SECTION 2.112.060**

**CORI SCREENING BY VENDORS OF THE CITY OF CAMBRIDGE**

**Sections:**

- 2.112.061 Purpose**
- 2.112.062 Definitions**
- 2.112.063 CORI-Related Standards of the City of Cambridge**
- 2.112.064 Waiver**
- 2.112.065 Applicability**

**2.112.061 Purpose**

These sections are intended to ensure that the persons and businesses supplying goods and/or services to the City of Cambridge deploy fair policies relating to the screening and identification of persons with criminal backgrounds through the CORI system.

**2.112.062 Definitions**

Unless specifically indicated otherwise, these definitions shall apply and control.

*Awarding Authority* means the City of Cambridge Purchasing Agent or designee.

*Vendor* means any vendor, contractor, or supplier of goods and/or services to the City of Cambridge.

**2.112.063 CORI-Related Standards of the City of Cambridge**

The City of Cambridge employs CORI-related policies, practices and standards that are fair to all persons involved and seeks to do business with vendors that have substantially similar policies, practices and standards. The City of Cambridge will do business only with vendors who, when required by law to perform CORI checks, employ CORI-related policies, practices, and standards that are consistent with policies, practices and standards employed by the City of Cambridge. The awarding authority shall consider any vendor's deviation from policies, practices and standards employed by the City of Cambridge as grounds for rejection, rescission, revocation, or any other termination of the contract.

**2.112.064 Waiver**

The City Manager may grant a waiver to anyone who or which has submitted a request for waiver if it is objectively reasonable; and the City Manager, or a delegate, shall report promptly in writing to the City Council all action taken with respect to every request for a waiver and the reasons for the decision.

**2.112.065 Applicability**

If any provision of these sections imposes greater restrictions or obligations than those imposed by any other general law, special law, regulation, rule, ordinance, order, or policy then the provisions of these sections shall control.

In City Council January 28, 2008.

Passed to be ordained by a yea and nay vote:-

Yeas 9; Nays 0; Absent 0.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury  
City Clerk

**City Of Cambridge  
Articles of Agreement**

**Commodity:**

**File Number:**

This agreement is made and entered into this \_\_\_\_\_, by and between the **City Of Cambridge** ("the CITY"), a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, and \_\_\_\_\_, existing under the laws of the State of \_\_\_\_\_ ("the Contractor").

**Address:**

**Telephone, Fax, E-mail:**

**Article I. Definition.** "This Contract" as used herein shall mean these Articles of Agreement and "the bid documents," which include, but are not limited to, the instructions to bidders, the Contractor's bid or proposal, the specifications, the general conditions, the requirements, the applicable addenda, and all documents and forms submitted with the Contractor's bid or proposal that were accepted by the City.

**Article II. Duration.** The Contractor shall commence the performance of this contract for the period beginning \_\_\_\_\_ and ending on \_\_\_\_\_.

**Article III. Terms.** The Contractor agrees to provide the services all in accordance with the bid documents (including opening date) or (proposal if appropriate).

Contract Value:

**Article IV. Payment.** The City agrees to pay to Contractor the sum set forth in the Contractor's bid or proposal. **Contractor shall invoice department to which it provided the service, not the Purchasing Department.**

**Article V. Termination.** The following shall constitute events of default under this Contract requiring immediate termination: a) any material misrepresentation made by the Contractor, b) any failure by the Contractor to perform any of its obligations under this Contract including, but not limited to, the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the City, (iv) failure to promptly re-perform within reasonable time the services that were rejected by the City as erroneous or unsatisfactory, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract including, but not limited to, the provision of insurance and nondiscrimination, and (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.

Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.

**Article VI. Damages.** From any sums due to the Contractor for services, the City may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the City as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

**Article VII. Conflict.** In the event there is a conflict between these Articles and the bid documents, the bid documents shall supersede these articles.

**Article VIII. Governing laws and ordinances.** This Contract is made subject to all the laws of the Commonwealth and the Ordinances of the City and if any such clause thereof does not conform to such laws or ordinances, such clause shall be void (the remainder of the Contract shall not be affected) and the laws or ordinances shall be operative in lieu thereof.

**NAME OF BIDDER:** \_\_\_\_\_

**Article IX. Performance Security.** Upon execution of this Contract by the Contractor, the Contractor shall furnish to the City security for the faithful performance of this Contract in the amount of \_\_\_\_\_ of the value of the bid in the form of a performance bond issued by a surety satisfactory to the city or in the form of a certified check.

**Article X. Equal Opportunity.** the Contractor in the performance of all work under this contract will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental of equipment. The city may cancel, terminate or suspend the contract in whole or in part for any violation of this article.

**Article XI. Assignability.** the Contractor shall not assign, sell, subcontract or transfer any interest in this contract without prior written consent of the city.

In witness whereof the parties have hereto and to three other identical instruments set their hands the day and year first above written.

Approved as to Form:

The Contractor:

\_\_\_\_\_  
Nancy E. Glowa  
City Solicitor

\_\_\_\_\_  
Signature And Title

\_\_\_\_\_  
Richard C. Rossi  
City Manager

\_\_\_\_\_  
Michele A. Kincaid  
Acting Purchasing Agent